

ACHIEVEMENT AND COMPETENCY ENHANCEMENT SYSTEM (ACES)

2013 ACES Evaluation Cycle

Career Growth Objective Ideas

Introduction

Career Growth Objectives are aimed at developing your skills and competencies as well as those of your reporting managers. These objectives will help you to improve performance in your current position and/or will also prepare you for future assignments and greater responsibility.

Career Growth Objectives in ACES

- ☐ Define career growth opportunities for yourself and (if applicable) for your direct reports for the coming year.
- ☐ At least one Career Growth Objectives is **required** on the ACES form.

Career Growth objectives should be discussed and agreed upon with your appraising manager prior to selection. In addition, appraising managers should ensure adequate funding is available for any career growth objectives in which there may be an associated cost.

Career Growth Goal Library in ACES

There is a Career Growth Goal Library in the ACES system whereby managers can populate Career Growth Objectives directly onto their ACES form. Listed below are sample Career Growth objectives included in the Goal Library. Managers can populate these objectives directly onto their forms and then edit them as needed. For instructions on how to add Career Growth objectives to your ACES form, see **the ACES Planning Stage Job Aid**.

1. College Courses or Degree Programs

- Attend undergraduate, graduate or non-degree college courses, including MA state and community colleges where tuition remission assistance for state employees helps reduce the cost.

2. Certifications

- Attend continuing education (CEUs) courses as required for licensing, state certification, or professional association membership.

3. Intra-Agency Interaction

- **Serve as Agency Coordinator for COMECC** (Massachusetts Employees Charitable Campaign), building evacuation team, strategic planning committee member, etc.
- **Serve on Focus Group or Task Force** – serve as member of a focus group or task force which could be agency-based, secretariat-based, or hosted by an oversight agency, (such as Human Resources Division, Fiscal Affairs Division, Office of the State Comptroller, Operational Services Division, Bureau of State Office Buildings, etc.)
- **Serve on Interviewing Team** - serve as a member of a search committee or interview committee for any positions in your agency.
- **Serve on Procurement Team** - serve as a member of a procurement team.

4. Mandatory Training for Managers

The following is a list of trainings that are required for all managers. These trainings are offered through the Human Resources Division. Managers can sign up for these trainings through the [Performance and Career Enhancement](#) system.

- “Diversity Awareness in the Commonwealth for Managers” (classroom only)
- “Diversity Awareness in the Commonwealth” (All Employees) (classroom only)
- “Diversity Part II Disability Awareness for Managers” (classroom only)
- “Diversity Part II Disability Awareness” (All Employees) (e-learning)
- “Domestic Violence/Sexual Assault and Stalking/Workplace Violence Prevention”
- “Preventing Sexual Harassment in the Workplace for Supervisors and Managers” (e-learning)
- “Preventing Workplace Violence for Managers” (e-learning)
- “Safeguarding Confidentiality of Personal Information” (Executive Order #504) – (e-learning)
- State Ethics Commission Online Training (required every two years)

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5. Professional Development/Training Classes (offered through state or private vendor)

- Agency-provided training
- Attend appropriate professional development seminars and summarize for department at staff meetings
- Classroom courses
- Commonwealth Management Certificate Program (CMCP)
- E-learning
- EOHHS Center for Staff Development (classes are available to all EOHHS employees and are free)
- Human Resources Division training (some classes are free)
- Local adult education/community education
- Long-distance learning
- Short-term classes/seminars
- Tutorial (CD)
- Webinar

6. Professional Organizations & Conferences

- Attend conference(s) sponsored by professional organizations.
- Exchange best practices information with your peers in other states
- Join user group or listserv for professional organization
- Present at a local or national professional conference
- Serve in a leadership role for a professional organization

7. Self-Paced Independent Learning

- Read at least one job-related book or journal per month. Discuss what's learned with supervisor once per month. Ongoing, beginning on XXX month
- Read books/journals/guides to learn a new or improved skill (i.e. use EXCEL guide to learn how to do charts independently), then apply this new skill in the workplace or discuss what's learned with supervisor once per month
- Take online college courses or courses offered by professional associations
- Web-based or CD-ROM training

8. Share Your Knowledge with Others

- **Create Resource Library for your agency** - such as starting an in-house library of resources or compiling a reference list of policies/procedures/laws for your agency.
- **Implement Procedures.** Develop section/division/agency-wide standard operating procedures for a process with which you are intimately familiar.
- **Lead Informal Workgroup** - Start a luncheon group (i.e. working meeting) to discuss agency issues or career development.
- **Mentoring** - Be a mentor for new hires, interns, or recently promoted staff; provide career guidance to colleagues.
- **Newsletter** - Write or edit a newsletter for your agency/clients/customers.
- **Orientation for New Employees** - Participate in new employee orientation training as trainer or leader.
- **Subject Matter Expert (SME)** - serve as a SME and teach a seminar/class in-house at your agency or another agency.
- **Training Manual.** Develop a training manual for a process or software program with which you are intimately familiar.

If you have any suggestions for additions to this list, please send your ideas to HRD via e-mail to [ACESHelp](#).